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U. S. Department of Agri.
Federal Extension Service

Summary of Unit Approach Task Force Meeting

Friday, February 17

Present: Croy, Vaughan, Matthews, Crosby, Claar, Hogan, Turner, Paulling, Gilman, Niederfrank, Hunter, Franquist, Heywood, Callahan, Cowden, Aiton, and Phifer.

Crosby reported the dates of the Kentucky and Pennsylvania workshops are:

Kentucky -- March 21-22-23 (Wednesday through Friday)

Penn. -- March 28-29-30 (Wednesday through Friday)

To date, 50 FES staff members have indicated they would attend either the Kentucky or the Pennsylvania workshop. The number attending from each division, and the distribution by workshops is as follows:

| <u>Division</u> | | <u>Distribution by workshops</u> |
|----------------------|--------|-----------------------------------|
| Ag. Ec. Programs | 8 | 4 and 4 |
| Home Ec. Programs | 6 | 4 and 2 |
| Information Programs | 8 | 4 and 4 |
| 4-H Programs | 3 or 4 | ? |
| Mng. Operations | 2 | 1 and 1 |
| Agri. Programs | 12 | 6 and 6 |
| Research and Tr. | 7 | 4 and 3 |
| Admin. | 3 | 2 and 2 (Croy attending both ws.) |

Crosby's workshop preparation committee is handling room arrangements. FES staff members attending workshops to make own transportation arrangements by carpools. Persons willing to drive should contact Crosby. Every FES worker attending workshops should attend next month's task force meeting for workshop orientation.

Paulling, Hunter, and Heywood reported on work of task force subcommittees on earmarks of F and HD, Training, and Patterns of Organization. Subcommittee reports are to be revised in line with task force recommendations.

Herman Welch reported on new ES 21 F and HD form and asked for suggestions on methods of improving the form.

Croy appointed Crosby, Cowden, and Vaughan to work with Welch on revision of ES 21 F and HD form with Welch as chairman.

Next meeting of task force scheduled for Friday, March 16, 1:30 p.m. in room 5860.

(OVER)

Agenda for March 16 Unit Approach Task Force Meeting

1. Preparation for the training workshops in Kentucky and Pennsylvania -- Crosby and committee.
2. Review of revised statement on earmarks of Farm and Home Development -- Paulling.
3. Review of revised statement on Farm and Home Development Training Needs -- Hunter.
4. Discussion of proposed Farm and Home Development newsletters.
5. Report of ES 21 subcommittee on Farm and Home Development forms -- Welch.

